

## **Certified Officer Program / Lateral Officer Program**

Norfolk accepts certified / lateral officer transfers for applicants who possess a Virginia or out-of-state law enforcement certification.

### **Eligibility**

**In State:** In order to be considered as an instate lateral transfer as a Virginia certified law enforcement officer, the applicant must have a minimum of two years of full-time sworn law enforcement experience and his/her last employment date (date applicant terminated employment with previous employer) must be less than 24 months from the new appointment date (date applicant is hired by the City of Norfolk). The Virginia Department of Criminal Justice Services will be contacted to confirm your certification and any training required to maintain your certification if hired.

**Out of State:** All Virginia certifications and partial training waivers are handled through the Virginia Department of Criminal Justice Services. Once a waiver is granted, a modified academy would be possible. Virginia Department of Criminal Justice Services requires that an officer must have at least 5 years continuous previous service as a certified law enforcement officer to be eligible for a partial training waiver and/or be separated from a law enforcement agency as a certified law enforcement officer for less than 5 years.

**Application Process:** Certified applicants must follow the same steps for employment as noncertified applicants:

- Submit a fully completed online application and the required documents
- Pass the physical ability and 1½ mile run testing
- Pass the written test
- Complete and submit a Personal History Booklet
- Polygraph examination
- Background investigation
- Oral Review Board
- Psychological and medical evaluation (includes drug testing)
- Final selection by the Chief of Police

On the application where it directs you to list the position you are applying for indicate "Certified Police Officer" as well as in which state(s) you are certified (i.e., Virginia, New York, Florida, North Carolina, etc.)

In addition to the required documents listed on the Public Safety Application, applicants must submit a copy of their training record indicating entry level curriculum, topics covered, and hours dedicated to each topic. Also, any other certifications you have acquired.